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Office Memorandum • UNITED STATES GOVERNMENT

TO : Personnel Officer, OTR

FROM : Chief, Instructional Services Staff

SUBJECT: Combining Audio Maintenance Staffs

DATE: 6 January 1954

1. The Chief, External and Language Training Division and I have been discussing the combining of the audio-visual equipment maintenance staffs of our two divisions for various reasons. We believe that to combine the efforts of those in our divisions doing essentially the same kind of work will accomplish the following:

a. Increase the capability of OTR to provide itself electronic maintenance service and improved audio-visual equipment support of all courses.

b. Provide opportunity for growth and advancement for those employees now working in that field.

c. Reduce the OTR table of organization by 2 positions.

2. I have informally discussed the changes in position responsibilities and the new organization with [] of the Personnel Division and with [] of OTR. Principally, these changes will be to combine several positions in the Photographic Aids Section/ISS with positions in the Language Laboratory, placing all of the positions on the ISS/TO. This seems a reasonable conclusion granting the nature of the support mission of ISS with regard to all courses of instruction.

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3. The new ISS/TO would be as follows with 3 positions (1 person) transferred from the External and Language Services Division:

a. U116	- Visual Info Spec	-	[]
b. U794	- Lab El Mech Sup	-	
c. U837	- El Mech (Audio	-	
	Visual)	-	
d. U796	- El Mech	-	
e. U836	- El Mech	-	
f. U835	- Mot Pict Sup	-	
g. U836.02	- Mot Pict Proj	-	

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4. Essentially it is planned that a maintenance staff responsible for preventive and current maintenance of all electronic and projection equipment of OTR including the portable equipment at [] be established in ISS under the supervision of [] who is now in charge of the Language Laboratory. The maintenance of the laboratory equipment would be his responsibility with full time assistance from [] and such other assistance as he may require from time to time by drawing on []. Under the supervision of [] would be located in [] and responsible for the maintenance of the equipment in that area, plus the portable equipment of [] and Special Projects Branch with

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with [] as his full time assistant. [] as chief of the section, would be responsible for the direction of the maintenance program.

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5. Additionally, the operation of the Language Laboratory would be the responsibility of [] under the general supervision of the Chief of the External and Language Training Division. In the operation of the laboratory he would have the full time assistance of [] and such part time assistance from [] as would be required to keep the laboratory in operation during all times.

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6. Major changes in position responsibilities are as follows:

a. #116 [] → direction of the maintenance system of ISS.

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b. #794 [] → supervises the maintenance of all audio-visual equipment in OTR including that of the Language Laboratory. This adds the sound recording and reproducing equipment and the projection equipment of the Instructional Services Staff and the portable audio-visual equipment of [] and the Special Projects Branch. Provides technical assistance to the Visual Information Specialist, position #116, in the planning and development of special sound recordings and "set-ups" for instructional purposes.

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c. #837 [] → works under the direction of #794 with primary responsibility for the maintenance of projection and sound recording and reproducing equipment of ISS in []. Supervises one electronic sound mechanic GS-7. Like #794, is capable of complete overhaul of electronic sound equipment. Additionally, capable of overhaul of portable projection equipment.

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d. #796 [] → principal assistant in the maintenance and operation of the Language Laboratory. Maintenance capability includes all but complete overhaul of electronic recording equipment.

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e. #836 [] → principal assistant to [] in the maintenance of sound and projection equipment in []. Maintenance capability includes all but the complete overhaul of sound and projection equipment.

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f. #835 [] → maintenance supervision is deleted. Now additionally responsible for supervising of the inspection, splicing, repair and cleaning of motion picture film, and performs photo laboratory developing for special purposes including photo-montages, tachistoscope strips and still photos of all sizes for special training purposes.

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7. Essentially the total of 9 positions of the two staffs are being reduced to 7 with positions #795, 796, 836 and 836.1 being abolished and two new positions being set up in place of 836 and 836.1.

8. There is attached the sketch used on the blackboard ~~was~~ in the discussion with Messrs.

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Chief, Instructional Services Staff

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